

STUDENT QUICK START GUIDE



With MyID students, faculty, and staff can easily change their password and unlock their account in just a few steps using an internet connected mobile device or computer.

Changing your password with MyID

1. Go to the web address <http://MyID.BerkeleyCollege.edu>
2. Enter your Berkeley username and password and press Continue
3. Click on Forgot My Password
4. Within a couple of minutes, you will receive a link sent to your personal email address on file with the school. This link will sign you into the MyID site, where you will click on “Change Password” to update your account.

Login to the Engage Portal

1. Go to the web address <https://Engage.BerkeleyCollege.edu>
2. Click on the User Icon in the upper right side corner and enter your user name and password to sign in.
3. This will provide you to access to all the Student areas of Engage including:
 - Canvas LMS including links to the mobile applications
 - A ***How do I*** section with frequently asked questions and answers.
 - Access to your e-mail
 - Updating your Information, Review your Degree Map and Scheduler, and review your unofficial transcript with the Self-Service Tile
 - Getting technical assistance with your account from the Helpdesk

Canvas Navigation



Here you will find all your account information and settings



This dashboard is an overview of all your current enrollments



The courses tab provide you overview to your previous courses



The calendar tab will integrate with your course schedules and show you important dates such as upcoming assignments



This inbox is for messages sent within the Canvas environment



The Help tab will provide you with various links and resources to assist you with any issues you may encounter while using Canvas

Download the Canvas Student App from your app store

- View, complete, and submit assignments
- Post to Discussion Boards
- Check grades and academic progress in real time
- Receive Notifications on your mobile device

Contact the Helpdesk

- Phone 1-973-653-2180
- E-mail: Helpdesk@BerkeleyCollege.edu
- Chat with us: [LiveChat.BerkeleyCollege.edu](https://livechat.berkeleycollege.edu)
- Open a ticket: <http://help.berkeleycollege.edu>

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Accessing your eTextbooks

Berkeley College offers eTextbooks from a variety of publishers which *may* require you to create an account that will link to a site outside of Canvas. When creating these accounts, we strongly encourage the use of your school email address (your user name ending with @mymail.berkeleycollege.edu). This will help identify your account in their system.

CENGAGE **brain**.com

Technical Support

NEW STUDENTS

<input type="text" value="Student@mymail.berkeleycollege.edu"/>	<input type="text" value="(GMT-05:00) Eastern Time (US & Canada)"/>
<input type="text" value="Berkeley"/>	<input type="text" value="Student"/>
<input type="password" value="....."/>	<input type="password" value="....."/>
<input type="text" value="What is your spo..."/>	<input type="password" value="....."/>

I have read and agree to the CengageBrain Service Agreement.
 I want to receive exclusive CengageBrain discounts and promotions.

Printing at Berkeley College

Every semester Berkeley College will provide you with \$22 in print credits so you may print your documents on campus. Printing can be done at the Library, Computer Labs, or Center for Academic Success. Over the course of the semester, you may have to add additional funds to your printing account if you surpass your limit. If you would like additional funds, you may do so directly from your Canvas home page by clicking on the “Help Tab” and finding the link for “Student ID Card Info”. Once there, log in with your Berkeley College User name and Password and add funds to your *flex* account.

The screenshot shows a vertical menu on the left with icons for Dashboard, Courses, Calendar, Inbox, and Help. To the right, a list of links is displayed: Student Self Service, Student ID Card Info (highlighted with a red arrow), Employee Email, Faculty Self Service, Employee ID Card Info, and Library.

Flex account money can be used for printing or at the school store for purchase of items. Please take note your unused print credits will roll over for consecutive semesters from *Fall through Summer* but will reset each Fall.

- Black and White Copies: 8¢
- Color Copies: 30¢

Library Resources

The Berkeley College Library offers a variety of resources to our students. To access these resources, you will click on the Library tile on <http://engage.berkeleycollege.edu/> to see the resources available to you.

The screenshot shows the Berkeley College Library website. The 'Library' section is highlighted in yellow. Below it, the 'RefWorks' service is featured, described as a web-based research management, writing, and collaboration software package. It lists features like organizing research, including citations, building bibliographies, and importing references. A 'First time users' section provides instructions on how to create a personal account.



Did you know you could download Microsoft Office to your home computer?
Go to <http://office.com> and enter your Berkeley College Email address, sign into the Berkeley Portal, and click Install Office Apps.